

Maintenance Issue Procedure:

Preventative Maintenance:

- Residents are responsible for avoiding damage to their unit.
- Report any maintenance issues to MySpace Management promptly through your **Student Portal** by **logging a maintenance ticket**.

Emergency Maintenance:

- In case of emergency maintenance, provide immediate and necessary access to MySpace maintenance personnel.
- Cooperate with MySpace maintenance personnel by allowing access to the unit until the issue is resolved.

Vacating the Unit:

- Upon vacating the unit, ensure it is left in the same condition as when received, with allowance for fair wear and tear.
- **Do not** engage third-party contractors for any maintenance or repair work.

Liability for Damage:

- Residents are liable for any damage caused to the unit.
- MySpace may deduct repair costs from the security deposit.

Library Usage during Maintenance

During maintenance, feel free to use the library downstairs for your convenience.

MAINTENANCE TICKET PROCESS

